

INSTRUCTIONS FOR THE ESTABLISHMENT  
AND MAINTENANCE OF EMPLOYEE RECORD  
FILES

1. EMPLOYEE RECORD CARD (Optional Form 4b)

a. Purpose.

The Employee Record Card, attached, is intended for use by operating officials as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting reprimands and many other matters which make up the personnel job of the operating official.

b. Preparation and Maintenance.

(1) Present employees.

The card should be prepared from existing records in the operating offices. It is recommended that these records be checked with the Position Inventory Control file in the appropriate Personnel Division (Overt or Covert) prior to preparation of the Employee Record Cards.

(2) E.O.D.

As of 2 February 1953, the OF-4b will be prepared on new employees entering on duty in the appropriate Personnel Division (Overt or Covert) and transmitted to the appropriate office.

(3) Subsequent entries should be handwritten in the operating office from the information on the Notification of Personnel Action (Standard Form 50 or Standard Form 52, as appropriate) and from other official records.

c. Filing.

The Employee Record Card (OF 4b) is designed for use in pocket type visible files. It should be filed in the same manner at the operating level as the Service Record Cards (SF 7) are filed in the Personnel Division, ie.

(1) By organizational level (Division, Branch, etc.)

(2) Within each organizational level by grade from highest to lowest (T/O order).

The Employee Record Cards should be filed in the visible file with Position Identification Strips (SF 7d) to form the Employee Record File.

1. Disposition.

Employee Record Cards for employees transferring to another office should be transmitted to the gaining office, if possible. Cards for separated employees may be destroyed.

2. EMPLOYEE RECORD FILE

The Employee Record File is arranged to show the location of positions in the organization and the employees occupying the positions. It is established as follows:

- a. Prepare divider cards to identify the organizational levels which have been established (i.e., division, branch, etc.) and insert them in the files. Like organizational entities such as Branches may be headed by cards of one color, sections a second color, etc.
- b. Complete a Position Identification Strip (SF 7d) for each allotted position to show the position title and ("Slot") number; and classification series and grade. Uniform abbreviations should be used.
- c. File the completed Position Identification Strips within each organizational segment by grade from highest to lowest.
- d. Superimpose Employee Record Cards on the appropriate Position Identification Strips in the Employee Record File.
- e. It will not be necessary for the operating office to attach "tabs" to the Employee Record Card for follow-up purposes such as periodic pay increases, performance evaluation reports and other purposes since these are covered by the procedures used in the Personnel Divisions for the Position Inventory Control File.
- f. If the volume of actions is sufficient to warrant the use of "pending action inserts", they may be used in the visible portion of the appropriate file pocket to record actions pending in the Personnel Division.

3. SUPPLIES AND EQUIPMENT

a. The following standard forms are used for Employee Record File systems:

- (1) OF-4b, Employee Record Card.
- (2) Standard Form 7D, Position Identification Strip.

- 2 -

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Security Information

b. The following equipment may be used to maintain these files. Two general types of equipment are available. One is the book-folder type which is portable and will require storage in secure file drawers or safes. These are suitable for small organizations. Two or more of the larger size may be used even for large organization(s). The other type of equipment is the cabinet file, in which file trays are arranged for easy access. This type may be locked and secured with a combination lock. They are suitable for filing the records of very large organizations.

- (1) Visible Record Book (for 8x5 cards). 21 x 10 inches.  
Capacity - 120 cards.  
Order No. 3 B 7005 (CIA stock item).
- (2) Visible Record Book (for 8x5 cards). 14 x 10 inches.  
Capacity - 60 cards.  
(Presently procured by Purchase Order; may be made CIA stock item if demand warrants).
- (3) Visible Record Book (for 8x5 cards).  
Capacity - 40 cards.  
(Presently procured by Purchase Order; may be made CIA stock item if demand warrants).
- (4) Visible Record Cabinet (for 8x5 cards).  
Capacity - 17 file trays (each tray 78-80 cards).  
Order No. 3C 7120 (CIA stock item).
  - (a) Visible Record Cabinet Stand (single)  
Order No. 3 S 7460 (CIA stock item).
  - (b) Visible Record Cabinet Stand (double)  
Order No. 3 S 7465 (CIA stock item).

c. The following supplies are used to signal organizational designations, and for use as action or tickler signals:

- (1) Blank Index Cards, 5x8, are used for organization designations in the Employee Record File. Blue, buff, salmon and white cards are carried as CIA stock items. It is recommended that one color be used for each organizational level, ie., blue for divisions, buff for branches, etc.
- (2) Visible Record Signals, 1/4 inch x 7/8 inch long; 100 to a box. Use as flag or as tickler for Employee Record File. Order by box. (CIA stock item).

<u>Stock No.</u>	<u>Color</u>
Transparent	
2-S-3560	blue
2-S-3565	green
2-S-3570	orange
2-S-3575	purple
2-S-3580	red
2-S-3585	tan
2-S-3590	yellow
Opaque	
2-S-3595	black
2-S-3600	pink
2-S-3606	black & white stripe